

DDA SUBJECT FILE COPY

DD/A REGISTRY

FILE: 45-3

OTE 86-3708

15 AUG 1986

MEMORANDUM FOR: Associate Deputy Director for Administration

FROM:

Director of Training and Education

SUBJECT:

Request for Procurement Services

1. Attached are several Requests for Procurement initiated by Secretarial Training Branch, Secretarial, Administrative, and Communication Training Division/OTE for contractor services for the remainder of FY86. Submission at this late date has been necessitated by contractor availability.

2. Also, the Secretarial Training Branch, a newly established branch, and still not fully staffed, is attempting to schedule additional runnings of courses in order to provide secretaries the opportunity to meet requirements that may affect their ranking in the near term.

*Original sent to
DC/Procurement Br*

15 AUG 1986

Page Denied

Next 4 Page(s) In Document Denied

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

Hank:

Attached are after Logs deadlines and need your approval. All are for our secretarial training program.

One is to spend [] that was transferred from
DO for training for secretaries in field.

The other is for extra runnings of courses to meet requests in the queue.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name org symbol Agency/Post)

Room No.—Bldg.
1026 C of C

Director of Training & Education

Phone No. _____

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

* U.S.G.P.O.: 1983-421-529/320

OTE-86-3508

14 AUG 1986

MEMORANDUM FOR: Associate Deputy Director for Administration

STAT FROM:

[REDACTED]
Director of Training and Education

SUBJECT: FY86 Request for Procurement Services -
SkillBuilder Secretarial/Clerical Training Program

STAT ** 1. On 12 August 1986, Chief, DO Career Training transferred [REDACTED] into our FY86 training budget to financially assist our objective to provide DO field secretaries with a self-study training program.

2. The DO feels, as do we, that every effort should be made to expedite the dissemination of this self-study program to the field in order to offer our field secretaries the same benefit of training already being provided to other Agency secretaries through the Secretarial Training Program.

3. We realize at this late date that we are not in compliance with FY86 submission deadlines. However, considering that these funds are just now being made available to us, and the importance of our mission, we respectfully request your approval for this expenditure.

STAT

STAT **

[REDACTED]

[REDACTED]

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Organization _____ Number of People in Company _____
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☐ Send information only

☐ Have a CareerTrack program consultant call (information will be sent first)

Return to: CareerTrack, Inc., 1800 38th Street, Boulder, CO 80301